

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRANSPORTATION PLANNING

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*Making Conservation
a California Way of Life.*

May 11, 2018

Mr. Al Mendall
HASPA Board Trustee
Hayward Area Shoreline Planning Agency
777 B St. Hayward
Hayward, CA 94541

Dear Mr, Mendall:

On behalf of the California Department of Transportation (Caltrans), Division of Transportation Planning, I am pleased to offer my congratulations to the Hayward Area Shoreline Planning Agency for the recent award of the following State transportation planning grant for fiscal year (FY) 2018–19:

Grant Program: Road Maintenance & Rehabilitation Account – Adaptation Planning Grant

Grant Program: Public Transportation Account– Adaptation Planning Grant

Grant Title: Hayward Shoreline Master Plan

Sub-recipient:

Grant Award: \$509,000

Local Match: \$175,000

Total Project Amount: \$684,000

Please see the list below which identifies specific conditions for a grantee to accept grant funding, to program funds, and to begin work. Conditions one through four must be fulfilled no later than **July 15, 2018** by submitting these items to Caltrans District staff for approval. Failure to fulfill these conditions will result in forfeiture of funds. Also note, all work must be completed no later than February 28, 2021. Final requests for reimbursements and final products must be submitted to Caltrans no later than April 28, 2021. No time extensions will be granted.

Conditions of Grant Acceptance

These State grant funds cannot be expended or reimbursed until the following conditions are satisfied:

1. Revise timeline to correct errors:
 - a. incorrect title for sub-task 1.3,
 - b. sub-tasks do not match SOW for Task 1.

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2. The revised final Scope of Work, Project Timeline with the earliest start date of October 1, 2018, and Grant Application Cover Sheet are submitted to Caltrans District 4 Liaison for approval.
3. A Payee Data Record (STD. 204) is completed and submitted. Although the form indicates that government entities are not required to submit this form, it is needed to ensure payments are sent to the correct recipient.
4. If applicable, a Third Party In-kind Valuation Plan is submitted for the use of in-kind contributions to satisfy the minimum local match requirement. Third party in-kind contributions are goods and services donated from outside the grantee's agency, such as donated printing, facilities, interpreters, equipment, advertising, time and effort, staff time, and other goods and services.
5. If applicable, indirect costs must have been identified in the approved grant Scope of Work and project timeline. Please submit an Indirect Cost Allocation Plan (ICAP) to Caltrans Audits and Investigations, if needed. Instructions for submitting an ICAP are available at: <http://dot.ca.gov/audits/>.
6. A local resolution from the Hayward Area Shoreline Planning Agency governing board stating the grant project title and title of the person authorized to enter into a contract with Caltrans must be provided no later than **August 15, 2018**.
7. The Hayward Area Shoreline Planning Agency receives a fully executed contract and has been formally notified by Caltrans District staff to begin work.

The contracting process can begin once the first five conditions have been satisfied. For your convenience, a toolbox to aid you during this process is available on our website below:

<http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/grants.html>.

A Quarterly Progress Report with a brief narrative of completed project activities will need to be submitted to the district grant manager once the project is under way. A Request for Reimbursement with the required local match can be submitted monthly, but must be submitted quarterly.

As a reminder, Hayward Area Shoreline Planning Agency is responsible for satisfying local match commitments in the amount shown above, including any local match amount above the minimum amount that is required with every invoice or request for reimbursement. The local match above will also be part of the Restricted Grant Agreement between Caltrans and Hayward Area Shoreline Planning Agency.

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As outlined in the 2018-19 Adaptation Planning Grant Guide (page 11), grantees are required to submit case studies for the Integrated Climate Adaptation and Resiliency Program (ICARP) Adaptation Clearinghouse as part of their reporting requirements. Grantees will develop two case studies during the life of the grant:

- The Initial Case Study will be due two weeks after reception of fully executed contract from Caltrans District staff.
- The Final Case Study will be due one quarter prior to project end date.

Caltrans Headquarters staff will provide a template and further instruction to the grantee in the coming weeks.

Please contact Becky Frank, in Caltrans District 4, at (510) 286-5536, or Jelani Young, Headquarters Liaison, at (916) 651-6889 if you have any questions concerning these grant funds or program requirements.

Sincerely,



ERIN THOMPSON
Chief, Office of Regional Planning

c: Jay Lee, Associate Planner
Becky Frank, Senior Transportation Planner, Caltrans, District 4
Dick Fahey, Senior Transportation Planner, Caltrans, District 4
Jelani Young, Associate Transportation Planner, Caltrans, Headquarters